

# Wisconsin Department of Regulation & Licensing

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## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING** **APPLICATION FOR REGISTRATION AS A PROFESSIONAL FUND-RAISER** **AND FUND-RAISING COUNSEL**

**IMPORTANT:** Read Section B and Section C prior to completing this application to determine the proper registration.

TYPE OR PRINT IN INK

### **SECTION A: ALL APPLICANTS**

1. Type of Registration: ☐ **PROFESSIONAL FUND-RAISER**  
(Mark an X in the appropriate box.) ☐ **FUND-RAISING COUNSEL**

2. Name Under Which You Will Do Business:

3. Check One, As Applicable: ☐ Sole Proprietorship ☐ Partnership (including a LLP)  
☐ Corporation ☐ Limited Liability Company (LLC)

4. Principal Address (Number, Street, City, State, Zip Code):

5. Wisconsin Address, If Principal Address Is Not In Wisconsin:

6. Telephone Number of Principal Address: (\_\_\_\_\_) \_\_\_\_\_  
Telephone Number of Wisconsin Address: (\_\_\_\_\_) \_\_\_\_\_

**For Receipting Use Only**

TYPE	NEW REGISTRATION _____	
	RENEWAL _____	
REG. NUMBER	GRANT DATE	EXPIRES

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7. If a sole proprietorship, provide the name of the sole proprietor; if a partnership, the names of the partners; if a LLC, the names of the members, if a corporation, the names of the officers and directors.

NAME	DATE OF BIRTH	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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8. List Wisconsin-registered charitable organizations with which you have contracts to act as a professional fund-raiser OR fund-raising counsel.

NAME OF ORGANIZATION	ADDRESS
_____	_____
_____	_____
_____	_____

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9. Has a license, registration or permit ever been denied, suspended, canceled, revoked or enjoined by a court or other governmental authority or are proceedings pending? ☐ YES ☐ NO

If **YES**, give a detailed explanation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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10. Have the applicant or any of the owners, partners, LLC members, corporate officers or directors been convicted of a felony or misdemeanor (excluding traffic violations) or are charges pending? ☐ YES ☐ NO

If **YES**, list the name of those who were convicted, the crime committed and the year of conviction.

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\_\_\_\_\_  
\_\_\_\_\_

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**IMPORTANT:** Answer the questions in **SECTION B** and **SECTION C** in order to determine if you should be registered as a professional fund-raiser or registered as a fund-raising counsel. Mark appropriate space in **SECTION A1**.

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## **SECTION B: PROFESSIONAL FUND-RAISER**

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1. Will you, for compensation, **solicit contributions** in Wisconsin for a charitable organization that is required to be registered under sec. 440.42(1), Stats.? See definitions of “solicit” and “solicitation” in sec. 440.41(8) and (9), Stats. ☐ YES ☐ NO

NOTE A: If you send mailings to prospective donors with your name and/or address on them and solicit contributions, you are soliciting.

NOTE B: If you contact prospective donors by telephone or other electronic means and solicit contributions, you are soliciting.

2. Will you at any time have **custody** of contributions from a solicitation for a charitable organization that is required to be registered under sec. 440.42(1), Stats.? “Custody” is defined as possession or control of cash, checks or donations of merchandise, even though checks may be made payable to the charitable organization. ☐ YES ☐ NO

If you answered “**YES**” to question #1 above, you are required to **REGISTER AS A PROFESSIONAL FUND-RAISER**. No need to answer questions in Section C below.

If you answered “**NO**” to question #1 above, you are not required to register as a professional fund-raiser, but may be required to register as a fund-raising counsel. Answer questions in Section C below.

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## **SECTION C: FUND-RAISING COUNSEL**

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1. Will you, for compensation, plan, manage, advise, consult or prepare materials for solicitation in Wisconsin for a charitable organization? ☐ YES ☐ NO
2. Will you have custody of contributions? (See #2 above.) ☐ YES ☐ NO

If you answered “**YES**” to #1 and #2, you must register as a **FUND-RAISING COUNSEL**.

If you answered “**YES**” to #1 and “**NO**” to #2, you are not required to register as a fund-raising counsel.

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**SECTION D: IF REGISTERING AS A PROFESSIONAL FUND-RAISER, SUBMIT THE FOLLOWING:**

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1. Completed application (Form #294).
2. \$53.00 fee.
3. \$20,000 bond if professional fund-raiser at any time will have custody of contributions;  
**OR**  
\$5,000 bond if professional fund-raiser will not at any time have custody of contributions.

**NOTE:** A registered professional fund-raiser is required by sec. 440.44(3) and (4), Stats., to file a completed solicitation notice (Form #1941) and copies of all contracts with the Department before performing services under a contract with a charitable organization which is required to be registered under sec. 440.42(1), Stats.

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**SECTION E: IF REGISTERING AS A FUND-RAISING COUNSEL, SUBMIT THE FOLLOWING:**

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1. Completed application (Form #294).
2. \$53.00 fee.
3. \$20,000 bond.

**NOTE:** Before a registered fund-raising counsel performs any material services for a charitable organization that is required to be registered under sec. 440.42(1), Stats., the charitable organization and the fund-raising counsel shall contract in writing and the fund-raising counsel shall file the contract with the Department pursuant to sec. 440.43(3), Stats.

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*I, the undersigned, affirm under penalties provided by law that this Registration Statement (including attachments) has been examined by me and is, to the best of my knowledge and belief, a true, correct and complete statement.*

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PRINT NAME OF APPLICANT

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TITLE

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SIGNATURE OF APPLICANT

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DATE